# Table of Contents

How to Configure a Custom Level(Example for 2.6.3)

Below can be an example of how you can realize features that are changed in 2.6.3

- Employee name: Max
- Employee group(User Group): IT
- Device used when entering from the main entrance(Device Group): BioStation L2
- Working Space(Door Group): IT Main Office A1
- Department(Access Group): IT Department

Admin Item Settings and Admin Menu Settings can be properly configured to reflect the example above.

1. Because Max belong to IT Department, we can setup Access Group and Access Level via Access Control menu.
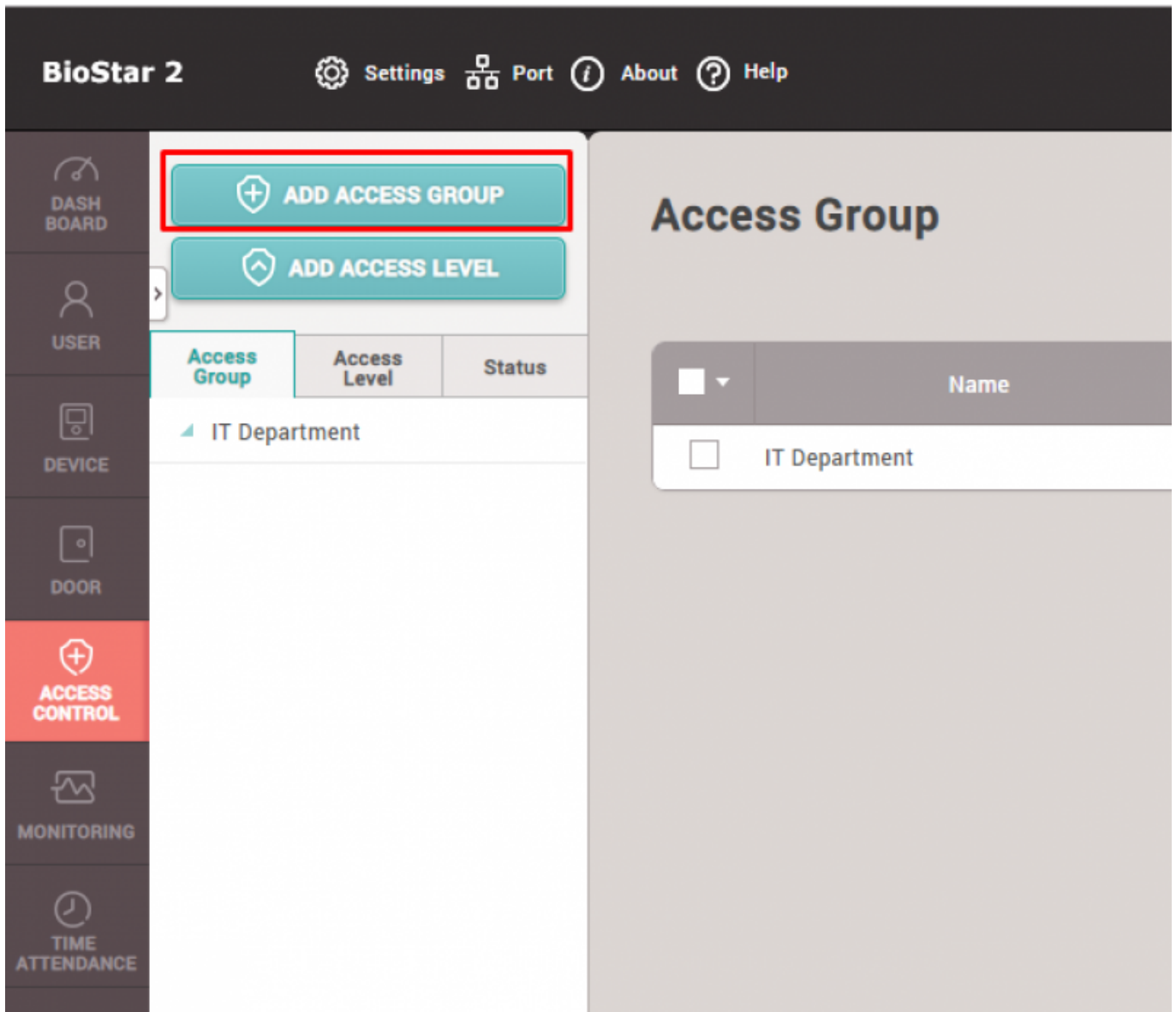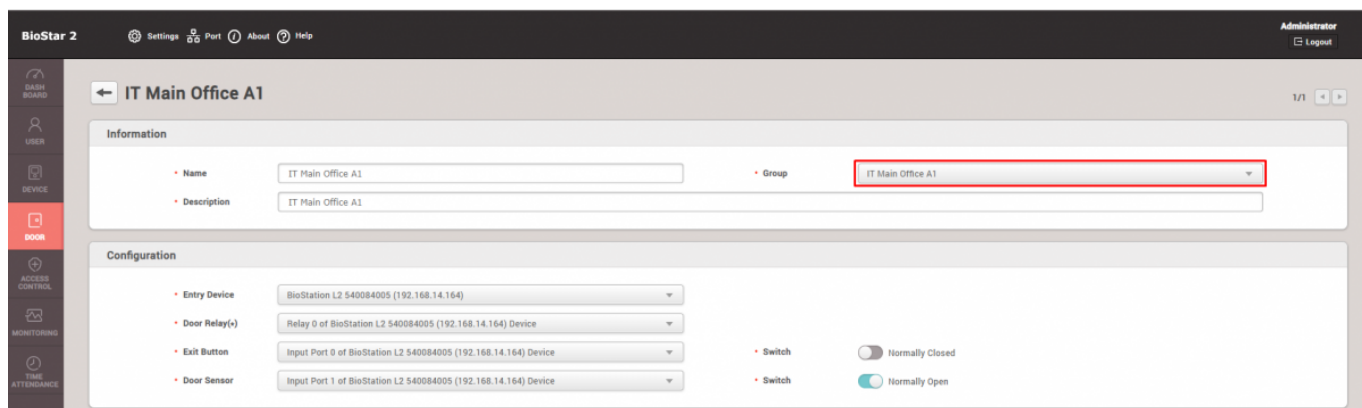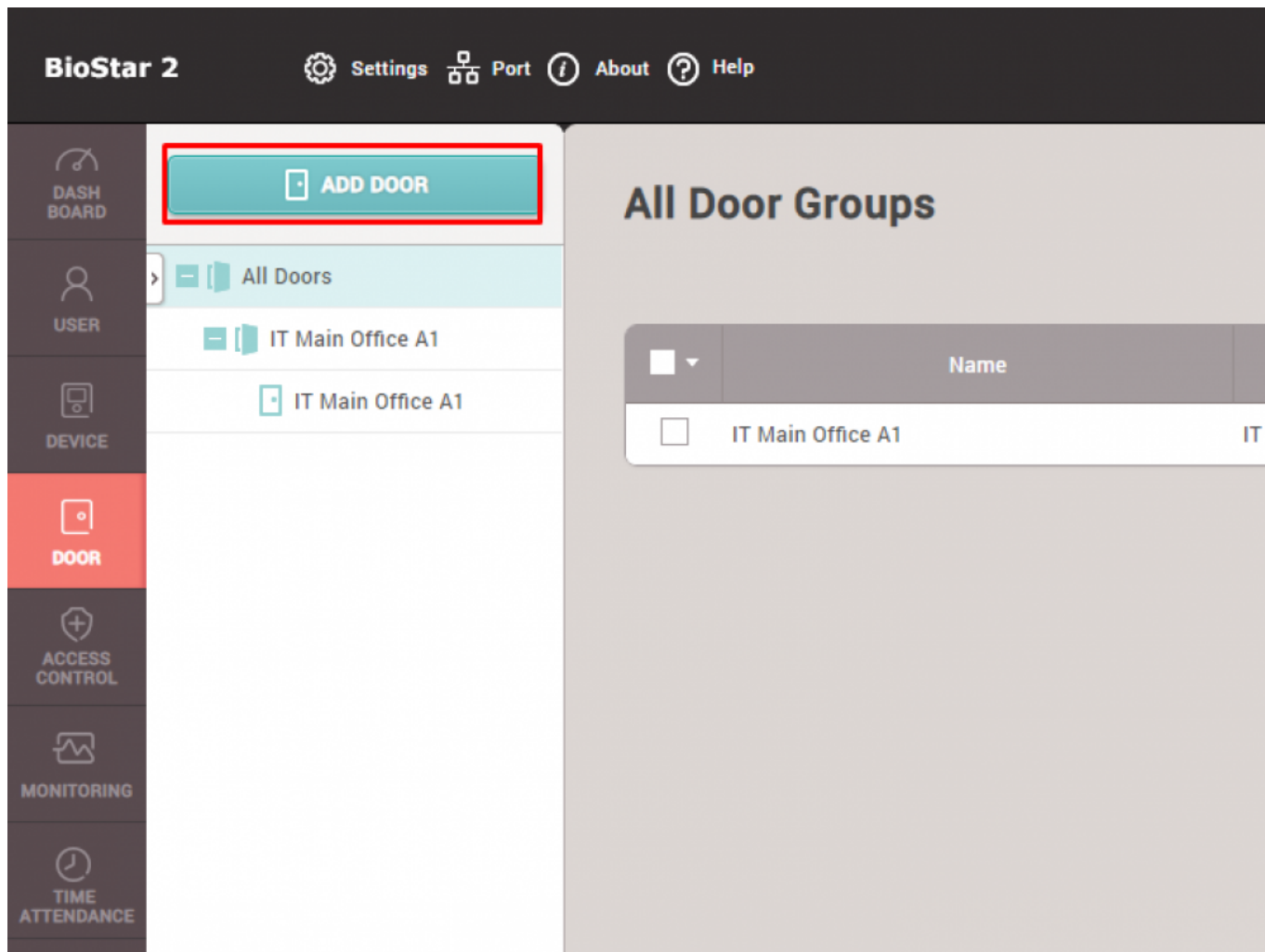
2. When Creating Access Group, you will be prompted to create Access Level
- Assigning a user will not be necessary as we will assign a user to a specific user group.
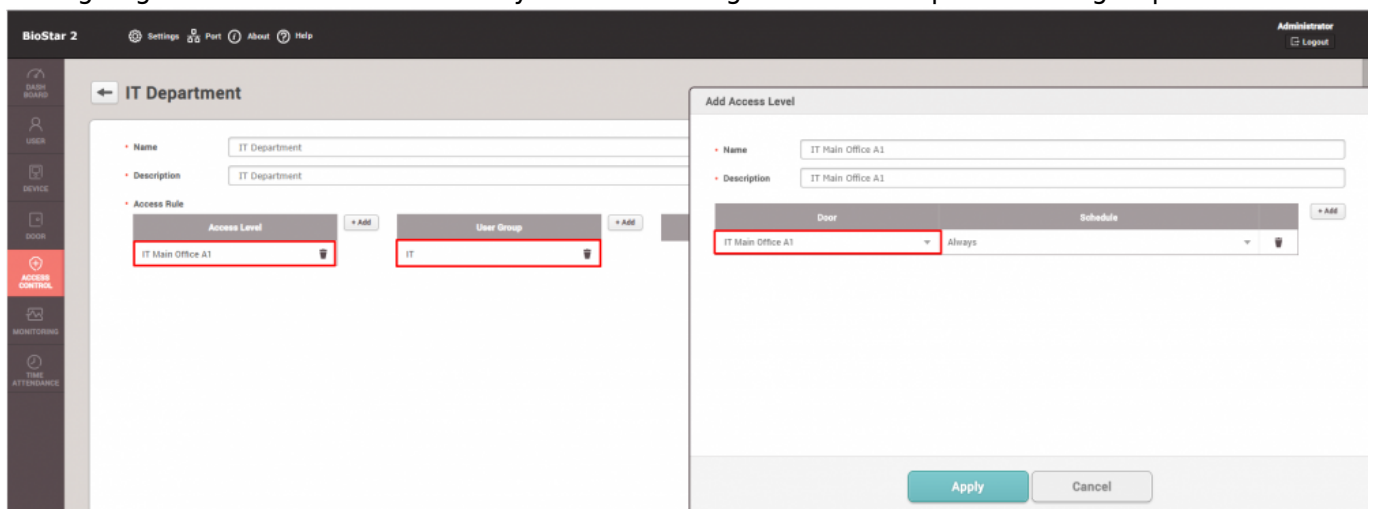
3. Let's go to Door menu to setup Door Group, right click on All Doors and click "Add Group" to add Door Group
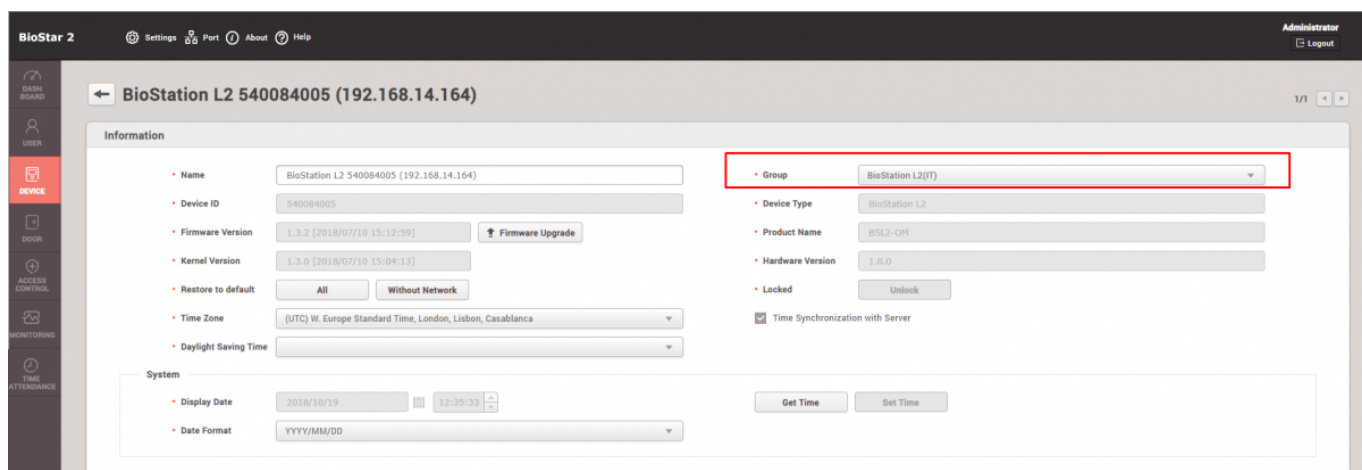- You can see the Door Group created below it, here it is named to IT Main Office A1.

4. Now move on to Device Tab and just as we've done it, right click on All Devices to click "Add Device Group"
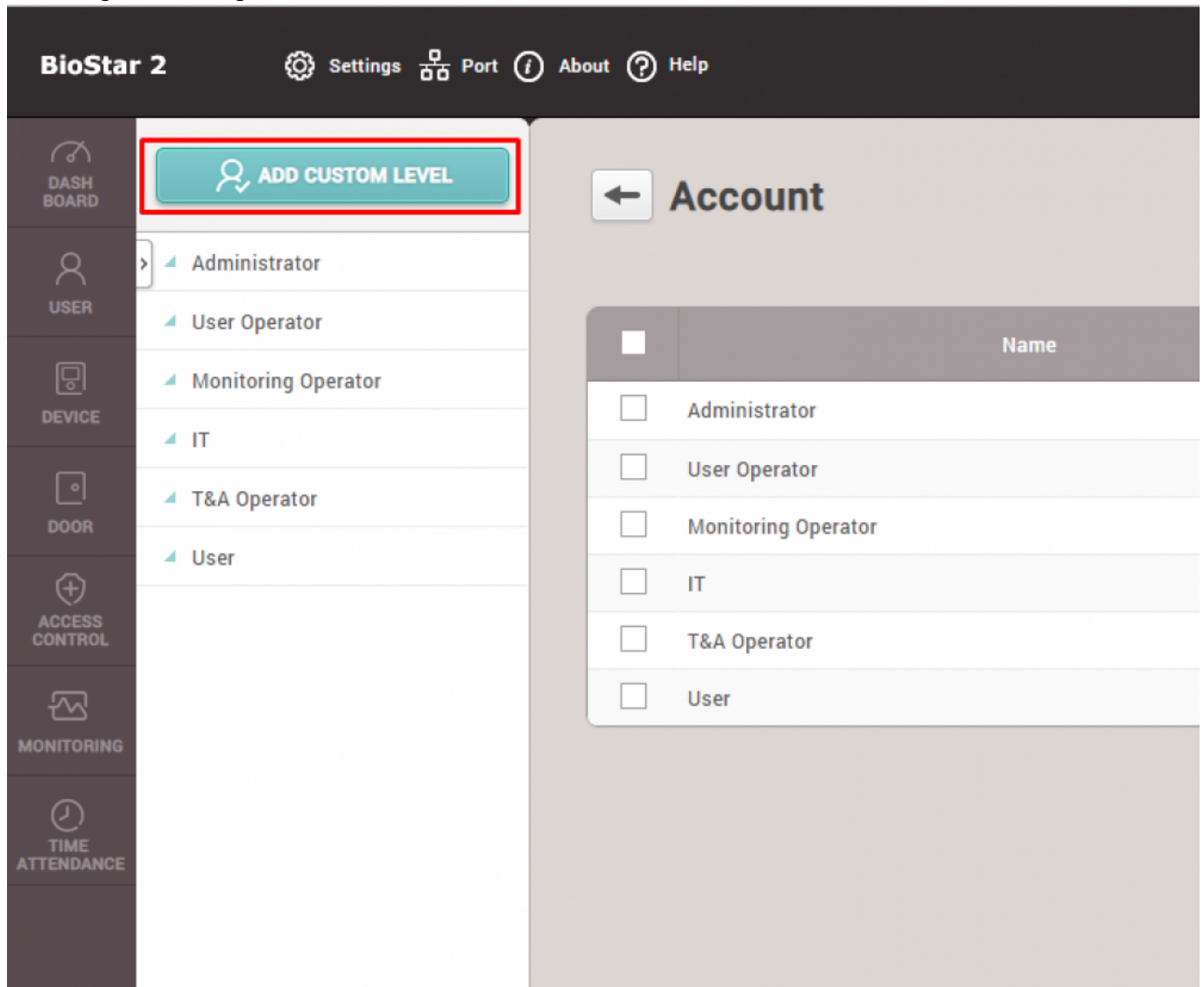
- You can see the Device Group created below it, here it is named to BioStation L2(IT)
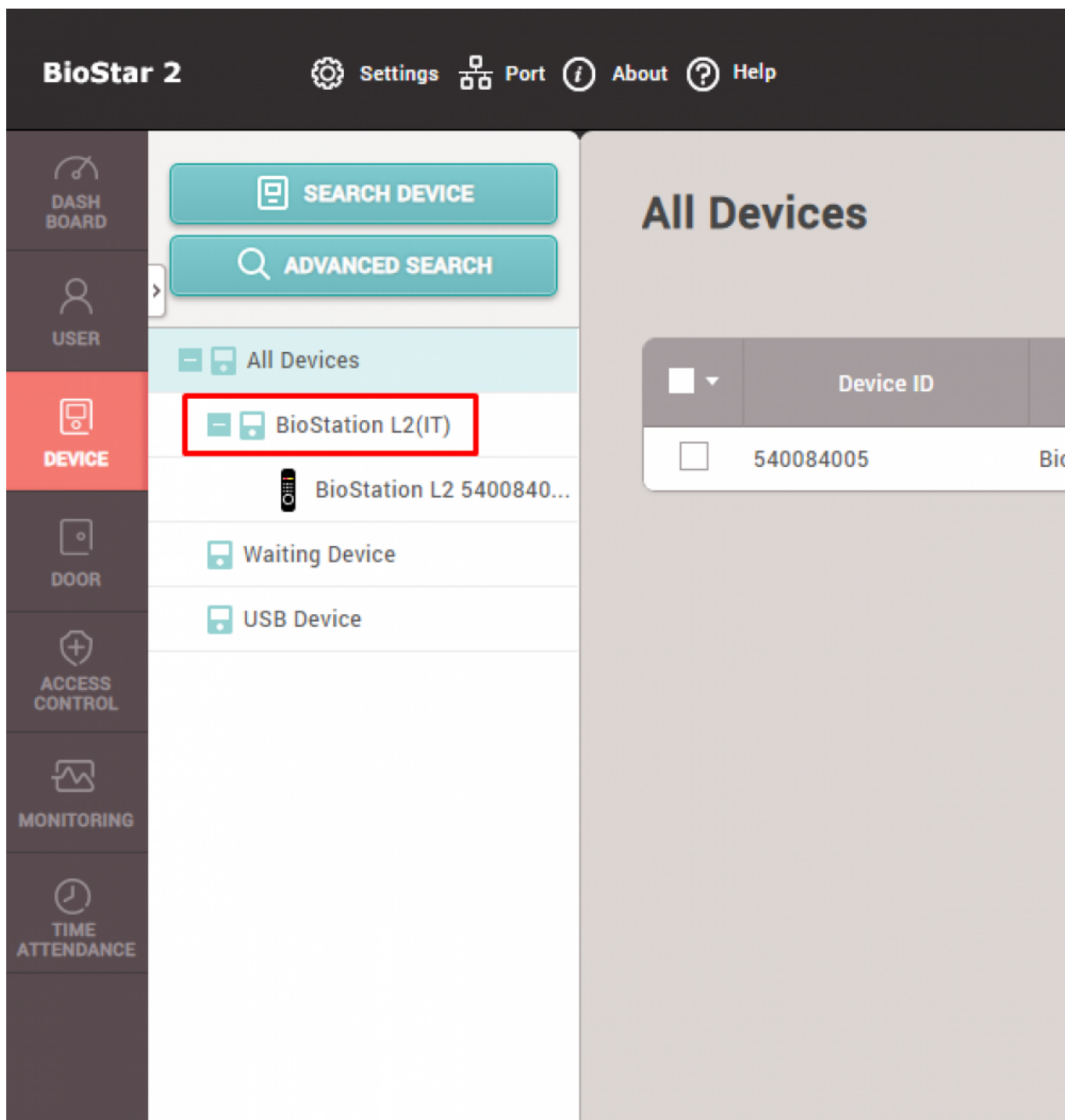
5. Click the device, and then assign its group.

6. Let's go to Settings → Account → Add Custom Level

7. Here it will be named IT, and we will set all of the Admin Item Settings that we created previously
- We will create User Group in the next step, and then you can come back to this menu to assign the created User Group.
- This user will only have "Read" rights for all of the Admin Menu Settings
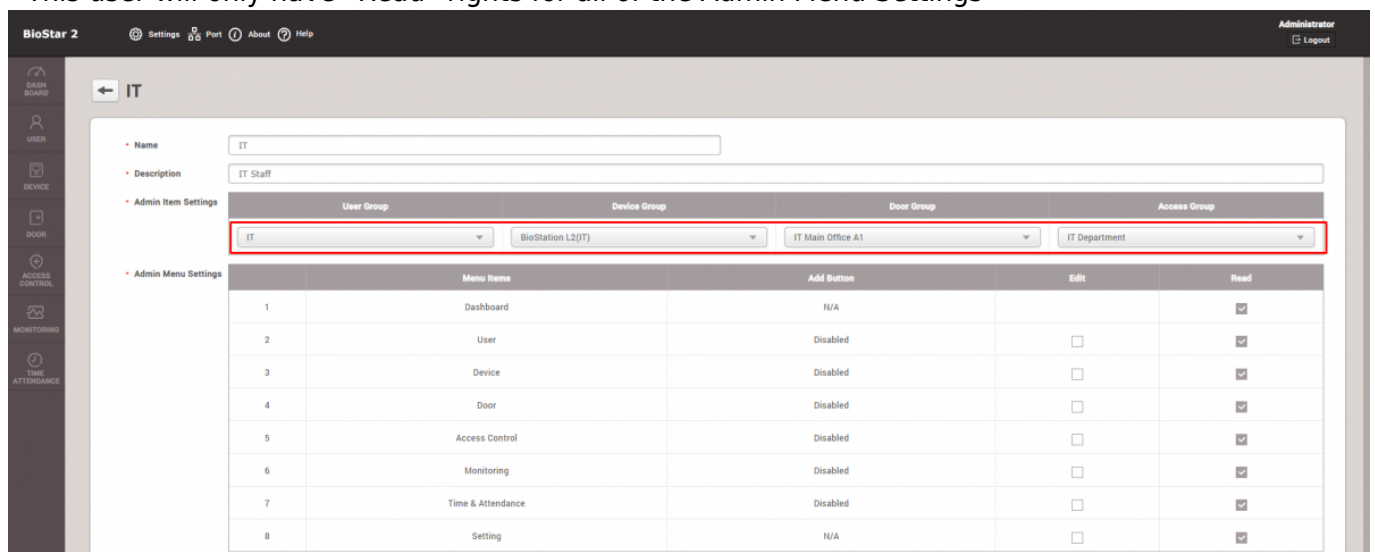

8. Finally, let's create a user by going to User menu

- Likewise, right click on All Users and click "Add User Group", here it is named "IT"
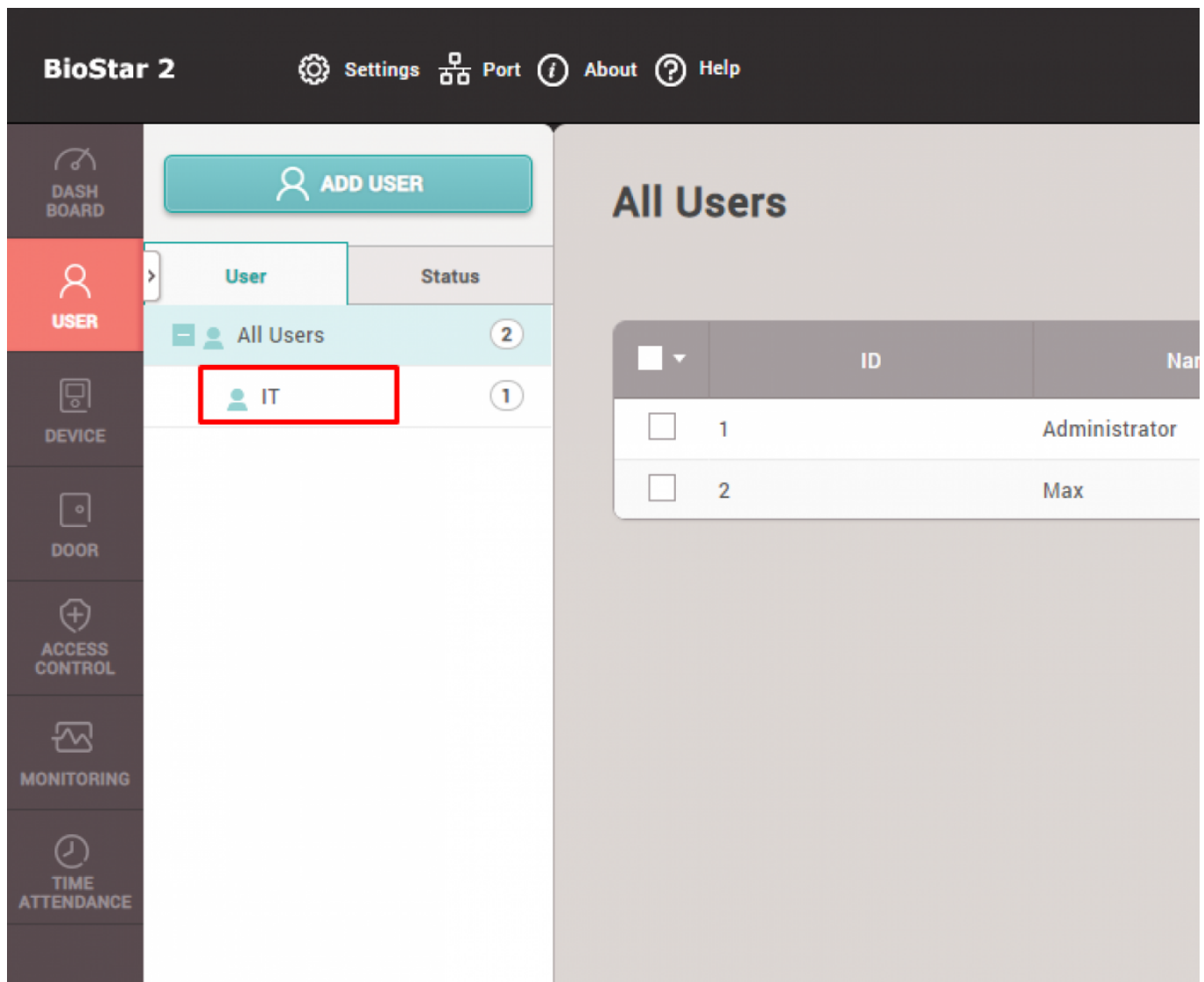
9. Add a new user and set appropriate Group(User Group), Operator Level, and Access Group that we just created.
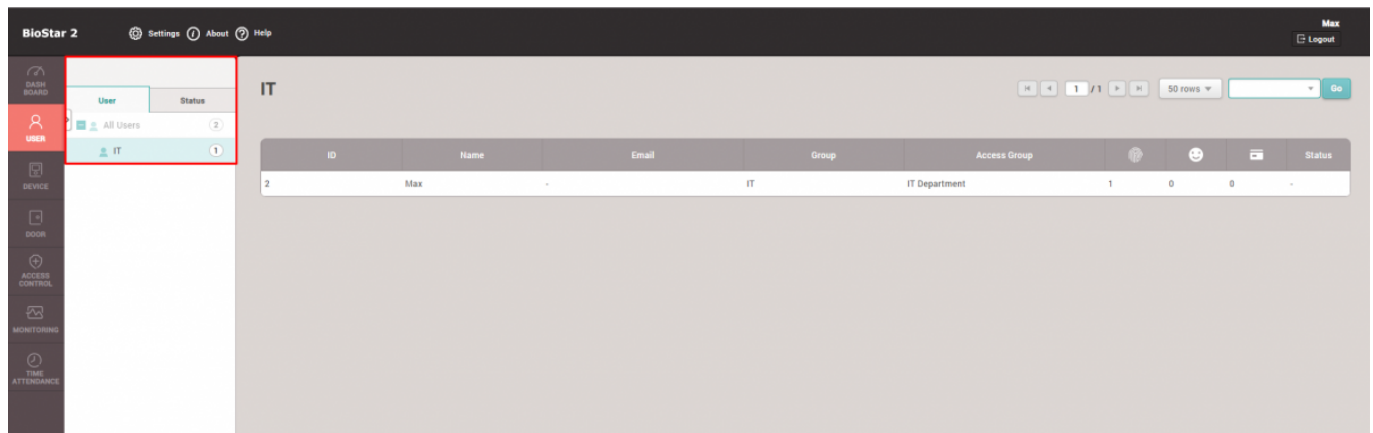- set the Login ID and Password that you can remember well - at this point you can go back to step 7 and assign the created custom level to the user group that this user has set
→ this will automatically set the user Max to be accounted for the custom level
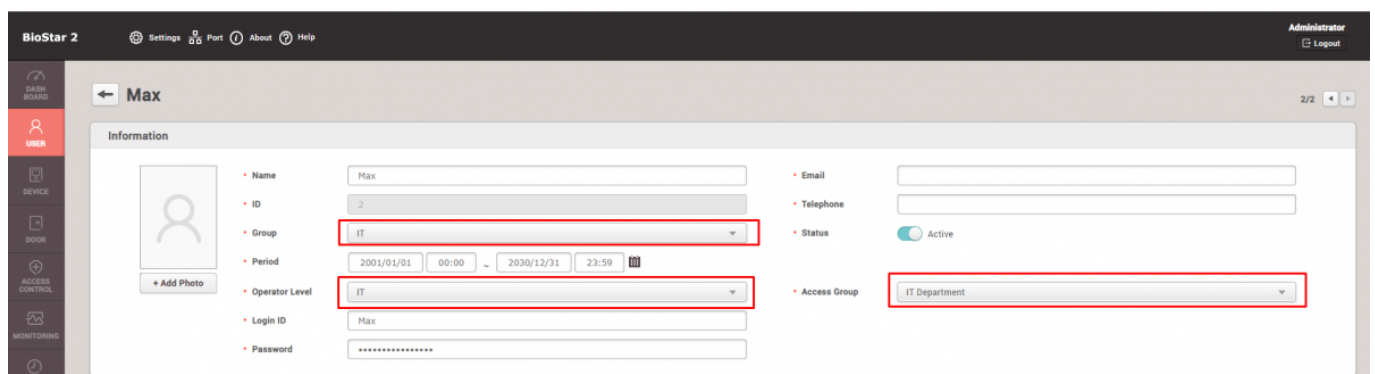
10. Now when you log out and login as Max, you can see that privilege of this user is limited
- below is the example of this user not being able add any User on User menu
- it will be the same for all of the other menus of BioStar 2, as this user does not have any privilege to

edit something.